

ADDENDUM ONE (1) QUESTIONS and ANSWERS

Date: January 7, 2016

To: All Bidders

From: Dekow Sagar, Program Specialist
 State Unit on Aging
 DHHS, Division of Medicaid,

RE: Addendum for Request for Proposal Number **83205-036**
 to be opened February 11, 2016, 10:00am, Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposals. The questions and answers are to be considered as part of the Request for Proposals. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	Nebraska Contract Affidavit	ii	Nebraska Contractor Affidavit - Can the state confirm if it is a requirement that a vendor have a "bona fide place of business" within the state of Nebraska in order to bid on this work?	No. Please see the paragraph just above this reference: ".... This information is for statistical purposes only and will not be considered for contract award purposes."
2.	III	6-28	Can the State provide information about the terms and conditions that the ADRCs must comply with? Also, is there a schedule for implementation?	Please see the Request for Grant Proposals. http://dhhs.ne.gov/medicaid/Aging/Pages/RFP.aspx

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3.	III	6-28	<p>Do these terms and conditions include (or can they be modified to include) a requirement that the ADRCs must cooperate with an evaluator?</p> <p>If yes, could this cooperation include a requirement for the ADRCs to collect and provide information about their performance in a manner proscribed by the evaluator (e.g., number of contacts by type of disability, etc.)?</p> <p>If yes, could this cooperation include a requirement that the ADRC provide information about how to participate in a survey that assessed participants' experience with the ADRC?</p> <p>If yes, could this cooperation mandate that the ADRC include evaluation items as part of their process (e.g., a pre and posttest of participant's knowledge about options)?</p>	Participation with the evaluation is required in the Request for Grant Proposals.
4.	Section II, H	13	Can the state confirm, if the Technical and Cost Proposals should be only in separate sections of the same binder or should they be in separate binders - 1 copy each?	Either is fine. One copy of each. See section II (H) of the RFP)

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5.	2.2 Timeframes, Services	30	<p>Excerpt from LB 320:</p> <p>The department shall select three proposals for funding. The department shall enter into a contract with an independent institution having experience in evaluating aging and disability programs for an evaluation of the aging and disability resource center demonstration projects. The contract shall require that a report evaluating the demonstration projects be presented to the Clerk of the Legislature prior to December 1 of 2016, 2017, and 2018.</p> <p>We interpret this to mean that the state will select a single vendor who will produce all three reports. Will you please confirm that this interpretation is correct?</p>	Yes, one vendor will conduct all three evaluations.
6	Scope of Work (1c)	34	<p>“The evaluating agency must also submit samples of prior evaluation report (s).” Does this mean that the contractor should submit examples of similar work from other clients if available?</p>	Yes. As stated in Scope of Work (1c), page 34, of the RFP: “The evaluating agency must also submit samples of prior evaluation report (s).”
7	Scope of Work (4g)	35	<p>On page 35 requires that the contractor, “Include Persons with Limited English Proficiency and Minorities in The Evaluation Analysis.” Can the State clarify which other languages should the contractor budget for including in the analyses?</p>	The evaluation should be representative of the service area of each pilot project. Immigrant populations will vary regionally.
8	Section IV, A, 3	39	<p>Award Information - Available Funding: Is the \$150,000 set aside for these services the amount available for each proposal? So to clarify if 3 proposal are selected for funding, each would receive \$150,000?</p>	No. This is for all three evaluations and reports.

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9	Section V	45	Proposal Instructions - It states, "Bidders should identify the subdivisions of "Project Description and Scope of Work" clearly in their proposals; failure to do so may result in disqualification." Can the state confirm where it would like these 2 separate subdivisions to be as part of the Technical Proposal? For example should the Scope of Work fall under a subdivision of the Technical Approach Section of a bidder's proposal?	Yes, the example provided is correct.
10	Section V, A, 1	45	Proposal Submission - Section III Terms and Conditions - can this document be included with a bidder's proposal at the end of the proposal document as an attachment?	Yes.
11	Section V, A, 2, i	47	It states, "Resumes must not be longer than three (3) pages." Can the state clarify that it means each individual team member's resume must not exceed 3 pages, but the entire resume section may be longer than 3 pages?	Each individual's resume may not exceed three pages.
12			Is it acceptable to include a transmittal letter with a bidder's proposal?	Yes.
13			Is the opening date the same as the due date by which all proposals must be received?	Yes. See schedule of events.
14			What is the State's vision for how the evaluator will work with stakeholders? For example, does the State have an existing advisory committee to which plans and results can be presented?	Stakeholders may vary between pilot projects, as some providers are regional, and will vary depending upon the services provided in the pilot site/s.
15			Should the evaluation also include an analysis of operations that identifies missing, insufficiently defined, and inefficient or problematic business operations?	Yes.

This addendum will become part of the proposal and should be acknowledged with the Request For Proposal.